



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
RIGHT-OF-WAY VACATION

Project _____

Date _____

Please note that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2000**.

Applications delivered by courier or by mail **will not be accepted**.

I. APPLICABILITY/BACKGROUND

Applicants requesting a vacation of right-of-way shall submit all of the information required below.

II. PROFESSIONAL PREPARATION

All Right-of-Way vacations shall be prepared by the appropriate professional(s), licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of Right-of-Way Vacation application materials.

The applicant shall check each item below to confirm the item is included in the application. A Right-of-Way application packet shall include the following:

III. GENERAL

- ___ A. Completed General Application Form
- ___ B. Application fees
- ___ C. Vicinity map with labeled streets and north arrows showing location of the right of way involved.
- ___ D. Ten (10) copies of a map showing street and property boundary lines and relationship to adjacent properties together with existing and proposed utilities and utility easements.
- ___ E. Standard Petition forms containing signatures of at least two-thirds of the property owners whose property abuts the portion of the right-of-way to be vacated (Standard Petition form available at the Permit Center).

___F. Three (3) sets of self adhesive mailing labels containing the names and addresses of property owners within 300 feet of the subject property keyed to a copy of the assessor map identifying all properties receiving notification (available from King County Assessor's Office).

___G. Written explanation for vacation request.

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

For further information, please contact the Permit Center at 425-556-2473.

Applicant or Representative

Date